

REQUEST FOR PROPOSALS

ALABAMA DEPARTMENT OF ECONOMIC & COMMUNITY AFFAIRS



State Energy Program

American Recovery and Reinvestment Act of 2009

ENERGY REVOLVING LOAN FUND ADMINISTRATION

PROPOSAL DUE DATE: Proposals are due no later than 5:00 p.m., Central Daylight Time (CDT) on April 1, 2010. Proposals submitted after the due date will not be considered.

E-MAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED.

TIME PERIOD FOR CONTRACT: A two-year fixed-price contract will be negotiated with the successful Offeror.

CONTRACTOR ELIGIBILITY: This procurement is open to lending institutions, public and private non-profit organizations, and other entities qualified to administer revolving loan programs and that are available for work in the State of Alabama, USA. Applicants submitting proposals for this solicitation should have experience in administering revolving loan programs and knowledge of energy-efficient and renewable energy programs and technology.

QUESTIONS: Questions regarding this Request for Proposals may be submitted by email to the Program Manager, Kathy Hornsby at kathy.hornsby@adeca.alabama.gov.

TABLE OF CONTENTS

PURPOSE.....	3
BACKGROUND	3
DEFINITIONS	5
PROGRAM DESCRIPTION	5
CONTRACTOR RESPONSIBILITIES	7
REPORTING REQUIREMENTS	8
METHOD OF PAYMENT	9
SITE VISITS	9
PROPOSAL CONTENTS	9
ATTACHMENTS	11
PROPRIETARY INFORMATION	12
PROPOSAL SUBMISSION	13
SELECTION	13
RIGHT TO REJECT	14
PROFESSIONAL SERVICES CONTRACT WITH THE DEPARTMENT	14
QUALIFICATION TO DO BUSINESS IN ALABAMA	15
LEGISLATIVE CONTRACT REVIEW	15

**ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
ENERGY DIVISION**

**REQUEST FOR PROPOSALS (RFP)
ENERGY REVOLVING LOAN FUND ADMINISTRATION**

I. PURPOSE

The Energy Division of the Alabama Department of Economic and Community Affairs (ADECA) is soliciting proposals from qualified individuals or firms to develop, administer and promote an energy revolving loan program that will provide low-interest rate loans to existing industries in Alabama. \$25 million is available for the Alabama Energy Revolving Loan Program including administrative costs.

This RFP is issued in accordance with the requirements of Section 41-16-72, Code of Alabama 1975. This RFP is not an offer to contract, but seeks the submission of proposals from interested professional service providers that may form the basis for negotiation of a professional service contract. Specific terms and requirements in this RFP may be waived or modified by the ADECA Energy Division as it deems necessary or appropriate. The Department has no liability for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

The Department reserves the right to reject any or all proposals and to solicit additional proposals if determined to be in the best interests of the State of Alabama.

II. BACKGROUND

The American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. 111-5 appropriated funding for the U.S. Department of Energy (DOE) to award funds under the State Energy Program (SEP). The ADECA Energy Division manages the SEP for Alabama by authority of DOE.

Projects under this RFP will be funded, in whole or in part, with funds appropriated by the ARRA for the SEP. The goals established for the SEP are:

- Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
- Reduce reliance on imported energy.
- Improve the reliability of electricity and fuel supply and the delivery of energy services.
- Reduce the impacts of energy production and use on the environment.

The primary objectives of the ARRA are to preserve and create jobs and promote economic recovery. DOE is encouraging states to use their ARRA funding not only to support current energy efficiency and renewable energy projects, but also to establish sustainable programs and put in place long-term funding mechanisms such as revolving loan funds that will provide lasting benefits and lead to long-term market transformation.

PROHIBITED EXPENDITURES

Be advised that SEP Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

SPECIAL TERMS AND CONDITIONS

Be advised that special terms and conditions will apply to projects funded by ARRA relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring wage rates are comparable to those prevailing on projects of a similar
- Character (Davis-Bacon and related Acts);
- Ensuring that equipment and products purchased, to the greatest extent practicable, be American-made (Buy-American);
- Ensuring compliance with the National Historic Preservation Act (NHPA);
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

All projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Projects proposed by loan applicants will require an independent NEPA review and determination. An environmental questionnaire and additional information regarding renewable energy system projects, retrofits, and combined heat and power systems will be required.

If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposed by a loan applicant, the loan applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly the Contractor and the ADECA Energy Division will consider whether such projects are consistent with the objectives of the ARRA and will allow the expenditure of funds within the time periods allowed for by that statute.

These special terms and conditions will be based on provisions included in Titles XV and XVI of the ARRA.

ARRA funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the ARRA and related OMB Guidance. Applicants for projects funded by sources other than the ARRA shall keep separate records for the ARRA funds and ensure those records comply with the requirements of the ARRA.

III. DEFINITIONS

“Commercially available” shall refer to techniques or technologies that are proven and readily available and have demonstrated their worthiness for funding. Commercially available does not mean that further research and development is needed. Commercial technology is defined as a technology in general use in the commercial marketplace in the United States. Technology is in general use if it has been used in three or more commercial projects in the United States in the same general application as in the proposed project and has been in operation in each such commercial project for a period of at least five years.

“Contract” shall refer to the RFP, the Response, Contract document, all schedules and exhibits, all statements of work and all amendments awarded pursuant to this RFP.

“Contractor” shall refer to the successful Offeror to whom a contract will be awarded, to provide the services described herein.

“Department” shall refer to the Alabama Department of Economic and Community Affairs (ADECA), Energy Division.

“Director” shall refer to the Director of the Alabama Department of Economic and Community Affairs.

“Fund” and/or “RLF” shall refer to the Alabama Energy Revolving Loan Fund

“Offeror” shall refer to an individual, company, organization or entity submitting a proposal in response to this RFP.

“Response” shall refer to the written proposal submitted by an Offeror to the Department in accordance with this RFP. The Response shall include all written material submitted by the Offeror as of the date set forth in the RFP schedule or as further requested by the Department.

“RFP” shall refer to this Request for Proposals.

IV. PROGRAM DESCRIPTION

The Department is seeking proposals from qualified applicants to develop, administer and promote a new Alabama Energy Revolving Loan Fund (RLF). The Energy RLF will stimulate the creation and retention of jobs, improve energy efficiency and increase the generation of renewable energy by providing low interest rate loans for the installation of renewable energy

systems and the implementation of energy efficiency measures for existing industries in Alabama. It will provide access to low cost capital for borrowers who might not have other resources. The Fund will extend the scope of federal recovery funds and ensure that these funds continue to support the state's commitment to energy efficiency and renewable energy well into the future by providing an ongoing source of revenue to implement energy efficiency measures and continue to expand the use of renewable energy in the state.

It is anticipated that the RLF interest rate will be initially set at two percent. Loan terms will be for a maximum of 10 years. The maximum amount that can be borrowed will be \$4,000,000 and the minimum amount that can be borrowed will be \$250,000. Loan funds can be used for up to 50 percent of total eligible project costs. All funds in the RLF must be expended by April 30, 2012. Funds are considered expended for purposes of complying with this deadline when they have been loaned for the first time to a specific borrower.

Allowable expenditures for loan funds will include equipment and equipment installation labor costs for renewable energy systems and energy-efficient fixtures and retrofits installed on property owned by the loan applicant. Eligible renewable energy systems may employ solar, biomass, biofuels, geothermal, micro-hydroelectric, methane capture and use, and/or fuel cell technologies. Eligible energy efficient fixtures and retrofits may include, but will not be limited to, mechanical systems and components including HVAC and hot water, electrical systems and components including lighting and energy management systems, doors and windows, insulation, refrigeration, and combined heat and power. Funds recaptured through loan payments must be used for the same purpose (energy efficiency retrofits and renewable energy systems) unless an amendment is approved by the Department and DOE redirecting its use.

Energy efficiency projects financed from the Fund and undertaken as part of the renovation of an existing building, building components or systems, must meet or exceed the minimum energy code requirements of the 2006 International Energy Conservation Code (IECC).

The following costs are not eligible for financing from the Fund:

- The costs of a construction or renovation project that are not directly related to energy efficiency measures
- Costs incurred for the acquisition of financing for the project
- Costs for equipment or systems that reduce energy costs without also resulting in reductions in the use of energy
- Costs incurred relating to techniques or technologies that are not determined to be commercially available
- In cases for which the applicant receives a financial incentive or rebate from a utility or other third party for undertaking some or all of the measures in an energy efficiency project, such incentives or rebates are to be deducted from the costs that are eligible for financing from the Fund. No loans made from the Fund may exceed the final cost incurred for the project.

V. CONTRACTOR RESPONSIBILITIES

The Contractor will assist the Department in developing specific goals and objectives for the Alabama Energy Revolving Loan Program in accordance with the ARRA and the SEP.

The Contractor will be responsible for the development of forms for use in the loan application process, loan disbursement and reporting; and will define a matrix for project selection.

All loan applications will be reviewed by the Contractor and by the Department. Loan applicant projects will be evaluated based, in part, on potential for job creation/retention, energy savings, renewable energy generation capacity, emissions reductions, cost savings, and sustainability. The Contractor will verify that applicants and projects selected for loans comply with ARRA requirements.

The Contractor will obtain adequate and acceptable financial security from borrowers and protect the interests of the revolving loan fund. Appropriate credit underwriting procedures shall be developed and utilized to ensure the credit worthiness of loan applicants. All loans will be properly secured and will require an irrevocable letter of credit. The Contractor, in consultation with the Department, will determine, on a case-by-case basis, whether a lien on the property is appropriate collateral. Other collateral may include security interests in equipment and accounts. All loan projects will be monitored by the Contractor and by the Department.

The Contractor will collaborate with the Department to establish project eligibility criteria and other parameters for the Fund. Final approval of loan recipients shall rest with ADECA and the Department shall have the authority to disapprove an application or require additional conditions as may be deemed necessary.

All loans will be tracked and monitored. In addition, the Contractor will track and monitor progress toward program goals, offer assistance to borrowers, and be responsible for communicating the success of the program.

The Contractor will be expected to aggressively market the Energy Revolving Loan Program to Alabama industries and should develop a plan to effectively reach the target audience. Promotional activities shall be coordinated with the Department.

The Contractor will be expected to include the ADECA Energy Division name, along with their own name and brand in all communications related to the revolving loan program. The relationship between the applicant and the ADECA Energy Division will be expressed as a partnership.

The Contractor will be required to carry errors and omissions insurance covering negligent acts or omissions that will cover the Contractor's actions under the contract with the Department.

The Contractor shall comply with requirements of all applicable Federal, State and local laws, codes, regulations, DOE policy and guidance, and instructions in this RFP, unless relief has been granted by DOE and the Department. The Contractor shall ensure flow down of the requirements of applicable Federal, State and local laws, regulations, DOE policy and guidance,

and instructions in this RFP to sub-recipients at any tier to the extent necessary to ensure the Contractor's compliance with the requirements.

VI. REPORTING REQUIREMENTS

Ongoing monitoring and monthly reporting will be a requirement of the project. Along with a narrative discussion of monthly program activities, the Contractor shall measure, verify and report:

- Number of loan applications received
- Number and dollar amount of loans provided
- Estimated benefits from projects financed with loan funds, including
 - Jobs created and/or retained
 - Energy (kwh/therms/gallons/BTUs/etc.) saved
 - Renewable energy capacity installed and generated
 - GHG emissions reduced (CO₂ equivalents); and
 - Energy cost savings
- Loan and interest payments received
- Administrative costs incurred

In addition, the Contractor shall ensure that the following reporting requirements are met by borrowers:

In the period between project approval and project construction completion, the borrower shall complete and provide to the Contractor a report at the beginning of each month. The report shall include information on the progress in completing the energy project, its most-current estimate for the time of project completion, what proportion of the loan award has been disbursed in the quarter and total to date, and any notable problems or changes in the project since approval such as construction delays or cost overruns.

If a borrower fails to submit the monthly reports described above, the Contractor may freeze the remainder of the loan award escrow account.

After loan funds have been completely disbursed, the borrower shall complete and provide to the Contractor annual reports due at the beginning of the calendar quarter in which the anniversary of the loan repayment period began. This report shall include the following:

- A description of the performance of the building and of the performance of the measures included in the energy efficiency project
- A description of any notable problems that have occurred with the building or the project
- A description of any notable changes to the building or to its operations that would cause a significant change in its energy consumption
- Documentation of building energy consumption and cost in the prior year

VII. METHOD OF PAYMENT

Once a project has been approved, the Contractor shall submit a request for payment in the amount of the approved loan. Payments shall not exceed the agreed contract amount. An invoice form will be supplied to the Contractor to request funds. The Contractor will be required to submit monthly invoices regardless of expenditures.

The Contractor shall propose a cost or fee structure for program administration costs that will allow the Fund's capital base to remain intact. Administrative costs should be reasonable to perform the necessary tasks, but should be kept low in order to maximize the benefit of the program.

VIII. SITE VISITS

DOE and State of Alabama authorized representatives have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. You must provide, and must require loan applicants to provide, reasonable access to facilities, office space, resources, and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

IX. PROPOSAL CONTENTS

Each proposal submitted must contain one (1) original and two (2) copies of the following documents.

A. Letter of Transmittal

The letter of transmittal must include the following:

1. A brief statement of the work to be performed.
2. The total cost to administer the program.
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

B. Cover Page

Name of Offeror's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

C. Proposal Narrative

The proposal narrative should outline a solid strategy for development of the Energy Revolving Loan Program. Include a detailed statement of the methodology to be utilized to carry out each task and address each of the following elements:

- Describe experience in the implementation of energy-efficiency and renewable energy programs and technology.
- Discuss details for each step of the loan process including the loan application, application review, loan closing procedures, project construction and completion, loan repayment, and tracking and monitoring of loans.
- Discuss plans to coordinate with the Department throughout the development, implementation, and maintenance of the RLF program.
- It is suggested that a loan review committee be established to review loan applications. Discuss the proposed make-up and functioning of this committee.
- Discuss proposed criteria for screening and ranking loan applications in order to maintain the financial security of the program and to accomplish the objectives of the ARRA-State Energy Program by maximizing benefits in terms of jobs created/retained, energy saved, renewable energy generated and GHG emissions reduced.
- Outline proposed methods for data collection and monthly reporting of program metrics as specified in Section V, Reporting Requirements.
- Provide suggestions for covering program administration costs through interest and fees and/or securing additional funding sources so that the fund's capital base remains intact. Proposed startup costs and projected annual management costs shall be broken out and identified separately.
- Describe plan for marketing the loan program and proposed methods for reaching the target audience to ensure that eligible loan candidates submit applications for appropriate projects.
- Develop and propose a cost or fee structure for program administration costs that will allow the Fund's capital base to remain intact.

D. Tasks Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion.

E. Qualifications

Provide acceptable evidence of the organization, experience, qualifications, skills, and capabilities of the Offeror to perform the services requested in this RFP. The following information should be included:

1. Describe the organization and services provided

2. Provide brief resumes and statements of qualifications for key staff assigned to this project. Identify the role of each in regard to the RLF Program. Include contact information for the individual who will serve as the program manager.
3. Describe the experience of the organization and personnel, especially in regard to the implementation of loan programs, energy-related programs, and/or federal grant programs
4. Describe contractual work that will be needed and qualification requirements for subcontractors. Persons who are not full time employees of the proposer shall be considered as subcontractors.

F. Financial Capability

Provide copies of the latest three years of financial statements, preferably audited.

X. ATTACHMENTS

Attachment A - Project Budget

The Project Budget should outline the expenditures for the project and should include a reasonable fee for the administration of the RLF. Any additional funds and/or in-kind services provided to the Energy Revolving Loan Program by the proposing organization or others should be shown in column two as leveraged funds. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

Attachment B - Budget Narrative

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

Attachment C - State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment D - Offeror/Proposer Information

The Offeror must submit an Offeror/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

Attachment E - W-9 Request for Taxpayer Identification Number and Certification

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal.

Attachment F - Immigration Status

A declaration that all workers on this project are either citizens of the United States, or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Attachment G - *Assurance of Compliance – Nondiscrimination in Federally Assisted Programs*

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Attachment H - *Certifications*

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment I - *Assurance of Compliance - Davis/Bacon Act*

A statement that the applicant agrees to ensure that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the ARRA are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act). Additional information regarding Davis/Bacon is available at <http://www.dol.gov/esa/whd/programs/dbra/whatdbra.htm>

Attachment J – *Standard Form - LLL Disclosure of Lobbying Activities*

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

XI. PROPRIETARY INFORMATION

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offeror does not wish to have disclosed to the public or used by the Department for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Each page should be clearly identified including each line or paragraph thereof containing the data to be protected and the cover sheet of the proposal should be marked with the following Notice as well as referring to the Notice on each page to which the Notice applies:

Notice of Restriction on Disclosure and Use of Data

The data contained in pages ---- of this proposal have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this Offeror receives an award as a result of or in connection with the submission of this proposal, the State of Alabama and DOE shall have the right to use or disclose the data here to the extent provided in the award. This restriction does not limit the Government's right to use or disclose data obtained without restriction from any source, including the applicant.

Proposals and supporting materials submitted shall become the property of the Division.

XII. PROPOSAL SUBMISSION

Costs of preparing or presenting a Response to this RFP will not be eligible for reimbursement.

Offerors should submit proposals in hard-copy as follows:

- One (1) original with original authorized signature
- Two (2) copies

All materials submitted in response to this solicitation become the property of the Department.

Proposals should be sent to the attention of the Program Manager, Kathy Hornsby, and must be received no later than 5:00 p.m., Central Standard Time (CST), on April 1, 2010 at the following address:

By courier:

ADECA Energy Division
Mailroom – Room 404
401 Adams Avenue
Montgomery, Alabama 36104

By mail:

ADECA Energy Division
Post Office Box 5690
Montgomery, Alabama 36103-5690

Late proposals will not be accepted. Proposals will not be accepted by facsimile or electronic transmission.

The Department reserves the right to contact Offerors for clarification of proposal elements.

XIII. SELECTION

Upon review and evaluation of all proposals, the Department will make a recommendation to the Director, who will select the Offeror determined to best meet the needs of the Department.

Upon selection of the Contractor, the Department may initiate negotiations for contract terms and conditions, including fees.

Selection will be based upon the following criteria:

RLF development strategy, description of proposed loan application process and procedure for screening applicants	50
Qualifications and experience of organization and key personnel	35
Method for accomplishing the objectives of ARRA-State Energy Program by maximizing benefits in terms of jobs created/retained, energy saved, renewable energy generated and GHG emissions reduced	25
Proposed methods for data collection and monthly reporting of program metrics	25
Proposed plan to disburse loan funds in a timely manner. Detailed description of deliverables and timelines for task completion	25
Marketing plan	20
Compliance with solicitation requirements	10
Basis for contract price	10
Total possible points	200

XIV. RIGHT TO REJECT

The Department reserves the right to reject any and all proposals submitted and to request additional information from all Offerors. The Department reserves the right to award a contract on an "all or none" basis or to award a separate contract or no contract for each work element. Any contract award will be made to the organization which, in the opinion of the Department, is determined to be the best qualified and whose proposal best meets the needs of the Department. The Department reserves the right to negotiate with any Offeror(s). All contract awards are subject to state receipt of federal funds awarded.

XV. PROFESSIONAL SERVICES CONTRACT WITH THE DEPARTMENT

The Department intends to award only one (1) Contract, and only one (1) Contractor will be identified via this procurement. **This does not preclude a Contractor from sub-contracting elements of the deliverables; however, it is required that an Offeror fully disclose sub-contracting plans within the written proposal.**

The professional service provider selected must enter into a written contractual agreement with the Department. The terms and conditions of such an agreement will be subject to review and approval by legal counsel for the Department.

The fixed-price contract negotiated with the successful Offeror will be entered into for a specified two year time frame.

The quality of service will be subject to review by the Department at any time.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

XVI. QUALIFICATION TO DO BUSINESS IN ALABAMA

Should a foreign corporation be selected to provide professional services in accordance with this RFP, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01, et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time a professional services contract is executed. A copy of this certificate should be provided to the Department with the proposal, but not later than April 27, 2010. For the entire term that the contract is in effect, the selected contractor must continuously be in good standing with the State of Alabama and with any political subdivisions thereof which have jurisdiction over the contractor's operations.

XVII. LEGISLATIVE CONTRACT REVIEW

Any professional services contract resulting from this RFP is subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama (1975). This process requires a provider to submit a completed Vendor Disclosure Statement, which is available at the website of the Alabama Attorney General: http://www.ago.alabama.gov/documents/vendor_disclose_fill.pdf.

Successful Offeror must be available for appearance before the Committee, at Offeror's expense, if the Department deems appropriate.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No contract payment can be made until a contract has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed contract has been received. All grant awards are contingent upon state receipt of federal funds awarded.